



Job Title: Administrative Coordinator

Organization: Downtown Lake Geneva Main Street / Business Improvement District

Location: Lake Geneva, WI

Status: Part-Time; Approximately 20 hours per week

Reports To: Executive Director / Main Street Program Manager

Salary Range: Independent Contractor; \$20-30 per hour based on experience

How to Apply: Please submit resume, cover letter, and 3 professional references to director@downtownlakegeneva.org

Deadline to Apply: July 31, 2025 at 11:59pm.

Job Summary:

The Administrative Coordinator plays a key support role in the day-to-day operations of the Lake Geneva Main Street Program, part of Wisconsin's nationally recognized downtown revitalization initiative. This position supports administrative functions, communication efforts, and event coordination to help strengthen the organization's mission of promoting economic vitality, historic preservation, and community development in the downtown district.

Key Responsibilities:

- Provide administrative and clerical support to the Executive Director and Board
- Maintain office operations including emails, phone calls, mail, and office supplies
- Assist with scheduling meetings, preparing agendas, recording minutes, and tracking follow-up items
- Support social media management, e-newsletters, and website updates with content provided
- Maintain accurate records for volunteers, donors, business contacts, and grant reporting

- Help coordinate logistics for community events, promotions, and public meetings
 - Track and organize financial records, invoices, and vendor payments under supervision
 - Support data collection and reporting requirements for Wisconsin Main Street and local grants
 - Interface with downtown businesses, community partners, and the public in a professional and welcoming manner
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Qualifications:

- High school diploma or equivalent required; associate degree or coursework in nonprofit management, marketing, or public administration preferred
 - 1–3 years of administrative support or office experience, ideally in a nonprofit or community-based setting
 - Familiarity with downtown revitalization, community development, or tourism is a plus
 - Proficiency in Microsoft Office and/or Google Workspace; experience with Canva, Mailchimp, or social media platforms a bonus
 - Strong written and verbal communication skills
 - Detail-oriented, organized, and able to manage multiple priorities independently
 - Positive attitude and commitment to community service and historic downtowns
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Work Environment:

- Mobile office-based with occasional onsite meetings, as well as evening or weekend events
- May include light physical tasks (setting up signage, carrying materials for events)